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AUTHOR Pabkin, Frieda H.
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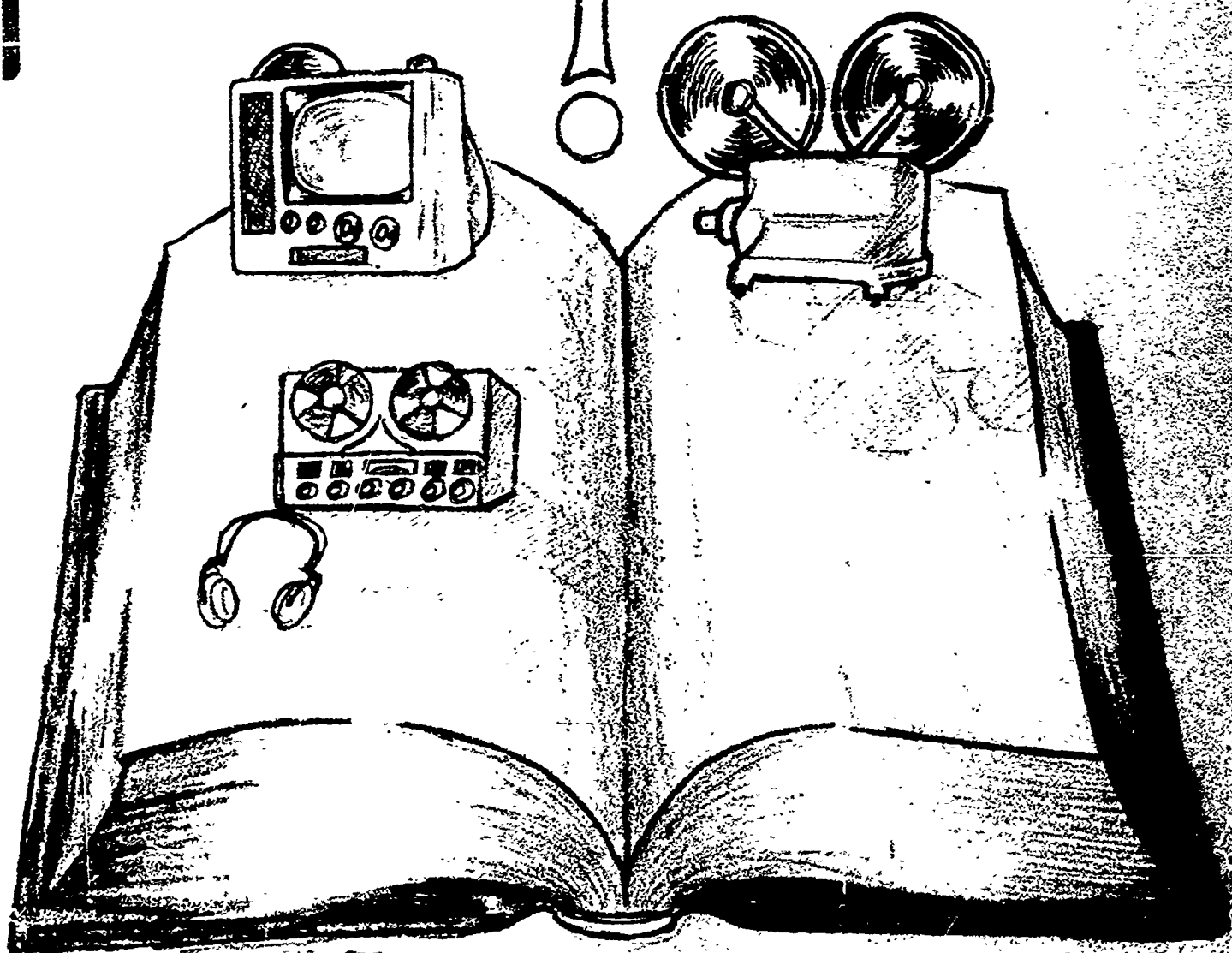
ABSTRACT

For students at the Helene Fuld School of Nursing, Brooklyn, New York, a guide is provided to services of the school Learning Center. Noncirculating materials are listed and described, including reference books, reserve materials, magazines, the vertical file, and audiovisuals. Borrowing rules and fines are discussed. A guide is provided to the classification system, along with a simplified explanation, with examples, of how to use the card catalog. Suggestions are given for using the Learning Center effectively. (SK)

HELENE FULD SCHOOL OF NURSING

by
Frieda H. Robkin

LEARNING CENTER



GUIDE

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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by
Jerry Washington

HELENE FULD SCHOOL OF NURSING

GUIDE TO THE LEARNING CENTER

Welcome to the Learning Center located on the third floor of the Nurses' Residence. This center has been organized to supplement and reinforce your studies in this school. Open Monday through Friday 3:30 to 6 P.M., it may also be used on weekends by special arrangement with the Learning Center Staff. The center has a growing collection of 2400 cataloged books, 55 magazines, a vertical file of clippings which are constantly being updated, and a wealth of audiovisual materials related to your studies.

In the Learning Center there are 21 carrels, all but eight of which are equipped with various machines such as film strip and record players, cassette players, carousels, videotape and videocassette players and monitors, 8 mm silent loop projectors, etc.

The Learning Center Laboratory next to the main reading and viewing room has been set up for group viewing of audiovisual material, group studying, preparation for seminars, or the creation of slides and transparencies. There is also a copier for reproduction of non-circulating materials. Ask at the desk for copies to be made for which there is a small fee.

Learning Center materials are divided into two groups - those which circulate, that is, can be borrowed from the center, and those which cannot.

A. NON-CIRCULATING MATERIALS

These materials are: reference books, audiovisual materials, magazines, newsletters, newspapers, college catalogs, and vertical file materials. These do not circulate outside the Learning Center (unless borrowed by an instructor for classroom use). You may, however, have some of these materials copied. Part of the audiovisual collection, presently non-circulating, is being transferred to cassettes so that it may circulate.

The non-circulating materials consist of the following:

REFERENCE BOOKS:

These are books of fact used for consultation but not usually read from cover to cover. Examples of reference books are telephone books, encyclopedias, dictionaries, almanacs, atlases, etc. You can recognize a reference book in this learning center because it is shelved (located in a special part of the L.C. and has R or REF in red on the spine of the book.

RESERVE:

Upon the request of an instructor any book or material may be placed on reserve so that the material is available for all students. Under certain circumstances students may charge reserve materials out overnight. These must be returned the next morning before 9 A.M.

MAGAZINES:

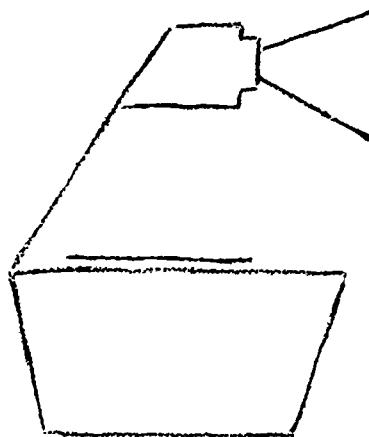
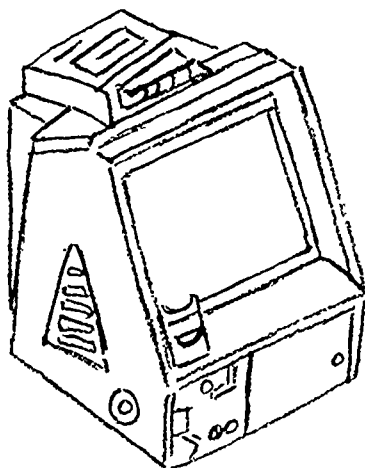
Current magazines related to school studies are kept in blue plastic cases (see plan). Magazines for leisure reading are kept on the rack near the back door. Bound volumes of previous years are stored near current periodicals, as are the indexes which guide you to articles in the magazines. Copies of magazine articles may be obtained upon request to learning center staff.

VERTICAL FILE:

Newspaper and magazine articles on a variety of subjects ranging from AGING to ZOOLOGY are filed in alphabetical order according to subject. Ask the learning center staff if you wish to consult this material.

AUDIOVISUAL MATERIALS:

The audiovisual collection of the learning center contains about 500 different audiovisual aids, 13 machines in the learning center (for individual viewing and study) and additional machines in the learning laboratory. Part of your orientation includes an introduction to the audiovisual equipment of the learning center. You will find this material extremely useful for study, review and reinforcement. Most of the audiovisual collection is stored in cabinets especially designed to keep them dust free and easily accessible. Some of the collection like videocassettes, videotapes and carousels are stored just like books on the shelves.



Books on all subjects are arranged and shelved in the Learning Center according to the Bellevue Classification System. These books are loaned for a period of a month, after which they may be renewed. They are subject to recall after 14 days or at any time if they are needed for RESERVE. Books in the circulating collection have white cards in their pockets. The date the book is due is stamped on the book card and pocket.

In very special cases, A.V. material may be borrowed by an instructor or student for use in school. The loan of this material must be recorded and signed for in a book located on the sign-in desk.

TO BORROW A BOOK: Take the book to the sign-in desk located at the partition of the learning center office, show your school tag, and have the date due stamped on the card and the date due pocket of the book.

FINES: At present no fines are charged on overdue books; however, no additional books may be borrowed until overdue books are returned. Continuation of this no-fine policy will depend upon the continued cooperation of the students.

Classification and Arrangement of Books

The main purpose of classifying books is to help you find them. Here is a guide to the BELLEVUE CLASSIFICATION SYSTEM which is used in this learning center.

SUBJECT AREA

BELLEVUE CLASSIFICATION

GENERAL	000-090
NATURAL SCIENCES	100-190
SOCIAL	200-290
NURSES AND NURSING	300-390
MEDICINE	400-490
HOSP. ADMINISTRATION	500-590
FOOD AND NUTRITION	600-690
PUBLIC HEALTH	700-790
PHILOSOPHY AND RELIGION	800-890
GENERAL CULTURE	900-990

THE CARD CATALOG

Once you have been oriented to the Learning Center you will find the most efficient way to find what you are looking for is by using the card catalog. It is an alphabetical index to the collection of the Learning Center just as an index is an alphabetical guide to the contents of a book. Our card catalog includes books under 1) the title, 2) the name of the author or editor and 3) one or more subject headings. Should you be looking for an anatomy and physiology book by King and Showers called HUMAN ANATOMY AND PHYSIOLOGY, you would find it in the card catalog under 1. King (the author's name) 2. HUMAN ANATOMY AND PHYSIOLOGY, (its title) or 3. in the subject card tray under ANATOMY OR PHYSIOLOGY.

Cards for audiovisual materials are filed the same way except that instead of a classification number in the upper left hand portion of the catalog card, you will find an abbreviation for the type of material it is: for example, F.S. and R. for film strip and record, or Cass. for cassette. In addition, the card will have colored band which differs for each kind of audiovisual material. For example: red - cassette, black - film strip and cassette, orange - 8 mm film loop, gray - videocassette.

Before you look for a book -

1. Familiarize yourself with the Bellevue Classification system
2. Go to the card catalog
3. Find the classification #
4. Go to the bookshelf and find your book

(The bookshelves are labeled with classification number and subjects. If you are looking for a book on anatomy and you have found the number 140 on the card, you will find the book on the shelf labeled 140 - ANATOMY).

Before you look for a.v. material -

1. Go to the card catalog
2. Whatever you are looking for will be filed under title (if you know it) or subject
3. Go to the A.V. cabinet (labeled) or A.V. shelves and select your material
4. Ask for guide or manual for A.V. material
5. Be sure to record it in the book provided for that purpose.

Here are sample catalog cards to help you find books and audiovisual materials:

ANALYSIS OF A SAMPLE CATALOG CARD (BOOK)

Classification----- number	123 H247r 1967	Harrison, Richard J.----- Reproduction & Man.----- New York: W.W. Norton & Co.----- 1967 (paperback)-----	author's title publisher date
Subject heading----- (to look under if you don't know the author)	1. Reproduction	1. Title	

ANALYSIS OF A SAMPLE CATALOG CARD (AUDIOVISUAL MATERIALS)

color banding
(color code will
tell you film
strip and casse-
tte have black
bands)

filmstrip-----
& cassette

subject
headings
(cross

references under which you look if you don't know the title or you want audiovisual material on a certain subject)

F.S. & Cassette 29	Reproduction in Humans----- Brady Anatomy and Phys- iology Series (15)----- Side 1 - manual 2 - auto 8/74-----	title who puts it out date acquired
1. Anatomy and Physiology 2. Reproduction	1. Title	

HOW TO LET YOUR LEARNING CENTER SERVE YOU MOST EFFECTIVELY

1. A quiet atmosphere is necessary in the Learning Center. That is why earphones are to be found in each of the carrels which have A.V. equipment. If you wish to talk, confer or participate in a group activity, move to the learning laboratory next door. Then you will not disturb your fellow students.
2. Smoking, eating, drinking are not permitted in the Learning Center.
3. After you have used a book or magazine, leave it on the table. The Learning Center staff will reshelve it thus making sure the next user will be able to find it.
4. Be sure you know how to use A.V. equipment before starting machinery.
5. Return A.V. materials to signout desk.
6. Use only the door at the signout counter to enter and leave the Learning Center.
7. When you are using the L.C. for independent study before or after regular class hours be sure to sign the daily attendance book on the signout desk.

FURTHER AIDS TO LEARNING

1. If the learning center does not have a resource that you need, check with the staff for permission to use the MEDICAL LIBRARY or borrow through INTERLIBRARY LOAN.
2. Become a SCHOBLIC (Definition: Student who uses both school and other libraries for information and pleasure). Ask about other libraries either in or out of the neighborhood.
3. Join your public library if you have not done so already.

Enjoy and make use of your learning center. It was designed to help you achieve your goal. We welcome suggestions pertaining to the best use of the facilities. If you know of a book or material you think we should have, please tell us. That is how the collection grows.

Frieda H. Rabkin
Director, Learning Center

